

2007 Schedule for Grant Writing Workshop Series

This three-day series provides an introduction to grantsmanship, from seeking grant announcements to preparing a complete, effective grant proposal.

The Grants Office at the South Carolina Department of Education will offer the series two times during 2007:

May 2, 3, 4

Deadline to register: April 20, 2007

September 12, 13, 14

Deadline to register: August 24, 2007

Agenda

Session 1: Understanding the Grants Process, Program Planning, and Finding Funders

Session 2: Assessing the Needs, Exploring the Problem, Conducting Research, and Writing the Needs Statement

Session 3: Preparing Grant Budgets (Within Federal and State Guidelines)

Session 4: Comprehending a Grant Announcement, Reviewing the RFP, and Organizing the Work Plan

Session 5: Creating an Effective Project Description, Including Goals, Objectives, Strategies, Management, Evaluation, and Sustainability

Session 6: Adding Supplementary Materials and Creating Other Grant-related Documents

Dr. Gail Widner, director of the Grants Office, will conduct each session. She has participated in training sessions conducted by The Foundation Center, The Grantsmanship Center, and Management Concepts.

Registration Directions and Important Information

Certified educators currently employed in public schools/districts may earn one (1) recertification/renewal credit hour by attending all parts of each session and taking both the pre-test and the post-test.

Participants will receive course materials at the beginning of each session. No meals, beverages, or snacks will be provided (you may bring your own). The lunch break each day will be one hour.

Each three-day series costs \$95 (non-refundable) per participant. **Registration and payment must be received in the Grants Office by 5:00 p.m. on the deadline).** If registration forms are received without payment attached, they will NOT be processed. Late registration (\$125 per participant) is possible if space permits and seats are available. For more information, call 803-734-5810 or e-mail grants@ed.sc.gov.

To register, please complete the attached registration form and send it with payment to

Grants Office, SC Department of Education
1429 Senate Street, Room 1101
Columbia, SC 29201

Course Times and Location

Times: 9:00 a.m.–4:00 p.m. (each day)

Location: 3rd Floor Conference/Classroom, Office of School Leadership, Division of Educator Quality and Leadership, 3700 Forest Drive, Suite 300, Columbia, SC, 29204. Tele: (803) 734-4387. Directions to the building can be accessed at <http://www.scteachers.org/global/directions.cfm>.